

TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
PROJECT MANAGER SENIOR
COMMUNITY RESOURCE DEVELOPMENT AND REGULATION BUSINESS DOMAIN

Job Summary: Under direction of the Business Domain Sr. Project Director, supporting the Department of Economic and Community Development, within Community Resource Development and Regulation Business Domain of Strategic Technology Solutions, is responsible for leading medium to large information technology projects and provide mentoring and collaboration to a team of project managers and business analysts.

Responsibilities:

- Project management - Responsible for all phases of the system development life cycle. Able to identify and drive business relevant projects with well-understood Key Performance Indicators (KPI) and ensure customer requirements are fulfilled
- Manage and/or oversee multiple projects simultaneously
- Direct and manager the work and tasks of all project team members including enterprise technology staff, and vendors
- Deliver regular project status reporting to IT and executive leaders
- Contribute to analyzing and proposing Business Process re-engineering as needed
- Devise and document both functional requirements and technical specifications for the general system design based on the anticipated deliverables
- Negotiate options with key stakeholders to ensure the optimum solution is selected
- Perform value-based justifications for recommended actions and IT solutions, while considering finance and budgetary implications
- Communicate the recommended changes and obtain buy-in from the agency member community, including the respective members of Management
- Build and maintain positive working relationships with agency executive leadership and all project sponsors.

Minimum Qualifications: Bachelor's degree in an IT related field or business and five years of IT project management experience. Relevant professional information technology experience may be substituted for the required degree.

- Successful experience leading Information Technology projects from initiation through closure
- Successful track record of delivering small to medium projects within schedule and budget
- Solid knowledge of Project Management approaches and methodologies including waterfall and agile
- Experience with an enterprise level project management system and MS Project
- Results-oriented project management skills
- Experience in business process re-engineering and process improvement
- Excellent interpersonal, written, and verbal communication skills
- Comfortable interacting with various levels of management and coworkers
- Strong analytical and problem-solving skills with root cause investigation experience
- Excellent time management, organization, and prioritization skills

Preferred Qualifications:

- Master's degree in business administration, information technology, project management or related field
- PMP Certification
- AGILE Project Management experience
- Five years of increased responsibility in professional IT project management

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- Four years supervising and leading project managers and business analysts
- Experience managing project budgets and resources

The State of TN is an Equal Opportunity Employer

Resumes should be submitted via email to EIT.Resumes@tn.gov